



**CONSUMER  
& INDUSTRY  
SERVICES**

*"Serving Michigan...  
Serving You"*

# e-DISCUSSIONS

VOLUME 32 - July 14, 2003

## *From the Director*

*by David C. Hollister*

I hope everyone had a relaxing and enjoyable Fourth of July holiday with your families. This holiday puts into perspective the sacrifices our military and their loved ones make to protect the freedoms we too often take for granted. In the last edition, we listed the names of Consumer & Industry Services, Career Development and Michigan Economic Development Corporation employees who are serving or have family members serving our nation and there are more added this month on page 2. The positive feedback we received to this list has been very touching, but it is important to remember that these employees *still* need our thoughts, prayers and support. Although major combat operations have concluded in Iraq, many families are without their loved ones and in fact there are many who are still sending their sons, daughters, brothers, sisters and even spouses overseas to serve our nation. It is difficult for all of us who turn on the TV or read the newspaper and hear of fellow Americans who continue to lose their lives for our freedom, but the gamut of emotions our military families feel must be incomprehensible for those of us not walking in their shoes. I hope everyone will take the time to say "thank you" or offer a helping hand or a shoulder to lean on to members of our extended CIS/MDCD/MEDC family at this time of international concern.

And speaking of extended family, I would like to draw attention to a new feature in e-Discussions - there are now pages devoted to news in



**David C. Hollister**

### Let Your Voice Be Heard as a State Employee

I want to hear your ideas, comments,  
suggestions & questions!

Visit the CIS home page:

<http://www.michigan.gov/cis/>

and click on "David C. Hollister  
Biography," then the link "A Note to  
the Mayor."

You can leave your name and contact  
information or remain anonymous -  
whichever you choose!

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Career Development and MEDC. As I'm sure you have heard, we will be together with Career Development and MEDC under one umbrella in a new department in the future, however there has not been an Executive Order issued as of this date. We have been working in partnership with these entities on a day-to-day basis so it made sense to begin including their employees news and department accomplishments in the newsletter so everyone is up-to-date.

I'd also like to take this opportunity to invite our state employees to continue to share any of your comments, suggestions or questions with me via the "A Note to the Mayor" web page (see instructions in the box above). You may include your name and contact information, or remain completely anonymous, however I can assure you that each and every email is personally read by me. I will be adding a Q&A section to address these emails in the next newsletter. I look forward to hearing from you soon! Sincerely,

*David C. Hollister*



# Serving Our Nation

## Thank You for the Sacrifice You & Your Family are Making for Us

The last edition of e-Discussions featured a tribute to the families with loved ones serving in the military. Here is a continuation of the list of CIS, Career Development and the Michigan Economic Development Corporation employees who are serving or have family serving our nation. Please let these associates know how grateful we are for the sacrifice they and their loved ones are making for our nation and our freedom!

Employee	Bureau/Office	Relationship/Name	Deployment Information
Peg Beckwith	OFIS	Son/PFC Michael L. Beckwith	U.S. Marine Corps, in Iraq. He was called to active duty in late February (he was in Reserves) and deployed directly to Kuwait/Iraq in March.
John Wilhelmsen	BHS-SALS	Son/Captain Justin Wilhelmsen	First Division, U.S. Marine Corps, Baghdad
Elvira Cancel-Lopez'	MDCD-MRS	Husband/David Lopez	David is a Detroit Police officer stationed as an MP in Guantanamo Bay, Cuba
Tina Emenhiser	BCC/Fire Safety	Son/Kevin Son/Dustin Emenhiser	Stationed in Iraq US Air Force



## 4th of July Cake Walk

The CiS Fun Committee, which raises funds for employee events, held an Independence Day Cake Walk. All state employees were invited to bring a dessert for a chance to win prizes for most patriotic design (See photos). Then the desserts were used as prizes for a "cake walk."



**1st place: Elizabeth (Liz) Arasim (Bureau of Health Services) Star Cake with homemade candy stars.**



**2nd place: Rosanne Renauer (Career Development) Strawberry cake with fruit flag design.**



**3rd place: Maura Campbell (CIS Media) Uncle Sam Yellow**



# Serving Our Nation

While President George W. Bush announced major combat operations in Iraq have ended in Operation Iraqi Freedom, please don't forget many in CIS are still without their friends and loved ones serving in our military and they need our support. Carolyn Hansen of the Bureau of Health Systems, who has two sons serving in the military, suggested websites to get online information and support:

## MARINES:

**Marine Moms Online** - an internet support group, made up of moms, dads, wives, siblings, girlfriends etc, with loved ones in the Marine Corps. <http://groups.yahoo.com/group/marinemomsonline>

**1st Battalion 5th Marines** - family and friends group <http://groups.yahoo.com/group/onefive/>

**3rd Battalion, 5th Marine, India Co** - family group for India Co. Marines

[http://groups.yahoo.com/group/3Bat\\_5Mar\\_IndiaCo\\_families](http://groups.yahoo.com/group/3Bat_5Mar_IndiaCo_families)

**Camp Pendleton Families** - support group for families of Marines at Camp Pendleton, California

<http://communities.msn.com/CampPendletonFamilies>

**Camp Pendleton Families** - a forum type discussion and information sharing for families of Marines stationed at Camp Pendleton

<http://communities.msn.com/CampPendletonFamilies/home>

<http://groups.yahoo.com/group/CamPenMarineFam/>

**MCRD Parris Island** - support group centered around recruits or grads for families

[http://groups.yahoo.com/group/Southeast\\_Marine\\_Moms\\_and\\_Dads](http://groups.yahoo.com/group/Southeast_Marine_Moms_and_Dads)

**Group for Camp Lejeune Wives** - <http://www.jacksonvilledailynews.com/Details.cfm>

**Marine Wives Web Site** - support group for Marine Wives <http://www.marinewives.com>

**Marine Wives Online** - a forum for the wives of marines or other military

<http://groups.yahoo.com/group/marinewivesonline>

**Supporting our Marines** - a group that writes letters, emails and sends packages to Marines worldwide, as well as recruits. <http://www.geocities.com/usmcsupport>

**Dallas/Fort Worth Texas - Marine Corps Families:** <http://www.DFWMarineCorpsFamilies.com>

<http://www.groups.yahoo.com/group/DFWMarineCorpsFamilies>

## ARMY:

**Army Moms site** - great Army mom/wife/family support:

<http://groups.msn.com/ProudArmyMomsGOARMY/general.msnw>

<http://www.ArmyMoms.org>

## AIR FORCE:

**Air Force Parent and Spouses** - Support Group for Air Force family and friends

<http://groups.yahoo.com/group/AirForceParentsandSpouses>

**Information for USAF:** Children in the USAF@yahoogroup.com and afgijaneus@aol.com

## NAVY:

**Navy Moms support groups** - <http://www.groups.yahoo.com/group/Navymoms>

**Navymoms** - <http://www.Navymoms.org>

## MILITARY WIVES:

**Support for Military Wives** - any branch <http://armedforceswives.com> <http://www.militarywives.com>

## OTHERS:

**Cadence International** - Cadence ministers to U.S. military, families and youths <http://www.cadence.org>

**Presidential Prayer Team** - Americans in prayer and support of our Nation's Leaders

<http://www.presidentialprayerteam.org>

**Navigators Military Ministry** - bible studies at bases/brigs <http://home.navigators.org/us/military/index.cfm>





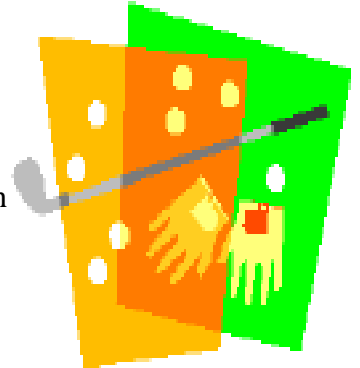
## Across CIS

### Make Your Reservation Today for the CIS Annual Golf Outing

The CIS Annual Golf Outing is scheduled for Friday Aug. 8th. at Ledge Meadows Golf Course in Grand Ledge. The event starts with a 9:00 AM shot gun start.

The cost is \$43.00 which includes 18 holes of golf with cart, lunch afterwards with hot dogs on the turn and a real great time. PRIZES are given to first in three divisions. ALL MIXED, ALL WOMEN AND ALL MEN TEAMS, along with other various prizes. All money received is given out to pay for the golf, prizes and food. This is a strictly a non-profit, no sponsors, all fun outing.

The registration deadline is Aug. 1st. For more information, contact Coordinators: Mary Ann Howe, C.I.S. @ 517.322-1743 or Mr. Robin L. Spaulding, C.I.S. @.322-1811. Team entry forms can be obtained by contacting Mary Ann Howe.



### CIS Represented at Take Your Child to Work Day

Governor Jennifer M. Granholm (above center) spent part of her day on April 24th greeting children on "Take your child to work day." Employees from the Executive Office and various other state government departments brought their children to meet the Governor and show them the job responsibilities they have in their profession. Representatives of CIS were selected based on a random drawing of those in CIS, MEDC, and Career Development who indicated they were bringing children to work. Those selected were:

-Kim Robinson, BWUC (Bureau of Workers' and Unemployment Compensation) with her daughter, Kimara Robinson, age 13.

-Debi Haigh, Bureau of Health Services with daughter, Deanna Haigh, age 7.

-Scott Schafer MEDC, with children Travis, age 11 & Tara, age 7.

*Photo courtesy of Gary Shrewsbury*


Michigan's first "official" week of summer began with temperatures soaring into the 90s, so CIS agencies offer a few energy, health and safety tips to help people keep their cool at work or play for the hot months ahead.

## Heat and Humidity Health Tips

- Keep the air circulating.
- Stay out of the direct sun as much as possible.
- Keep outdoor activities to a minimum especially during the hours of 10 a.m. to 2 p.m.
- Wear weather appropriate clothing - lightweight, loose-fitting clothes made from a fabric that easily absorbs body perspiration is recommended
- Drink plenty of fluids - especially water since excessive perspiration depletes large quantities of salt and fluid from the body.
- Take tepid baths - this will help reduce the body's internal temperature and increase comfort.
- Learn the signs for heat exhaustion or heat stroke: Heat exhaustion can result from the overexposure to heat or the sun. Long exposure to extreme heat or too much activity under a hot sun causes excessive perspiration. When the amount of salt and fluid in the body fall to below normal, heat exhaustion may occur. Early symptoms include headache and a feeling of weakness and dizziness usually accompanied by nausea and vomiting. There may also be cramps in the muscles of the arms, legs, or abdomen. Treatment should include removing the person to a cool environment and increased consumption of fluids.
- Heat stroke, also known as sunstroke, is a profound disturbance in the body's heat-regulating mechanism caused by prolonged exposure to excessive heat particularly when there is little or no circulation of air. Since heat stroke is much more dangerous than heat exhaustion and is treated differently, it is important to distinguish between the two. While the early symptoms are similar, the later symptoms differ sharply - in heat exhaustion there is excessive perspiration and a normal or below normal temperature. By contrast, in heat stroke there is an extremely high fever and absence of perspiration. The primary objective in heat stroke is to reduce the body's temperature as rapidly as possible via a cool water or sponge bath. A physician should also be contacted immediately.
- Check out the Centers for Disease Control and Prevention (CDC) website on heat safety at: <http://www.cdc.gov/nceh/hsb/extremeheat/2002spotlight.htm>
- Check on elderly neighbors to make sure they are okay during hot summer days.

## Worker Safety Tips

- While there are no specific regulations to how hot the work environment can be, there is the MIOSHA General Duty



## Tips to Keep it Cool at Work & Play on Hot Summer Days

- Clause which requires the employer to provide a workplace free from recognized hazards. Employers can be cited if workers exposed to heat are: demonstrably ill, and this can be verified by a health care professional, and the employer does nothing to alleviate these conditions.
- Employers can help reduce heat by shielding workers from radiant heat sources, providing cooling fans, using power tools to reduce manual labor, and using personal cooling devices and personal protective equipment.
- Work practices such as providing plenty of drinking water (as much as a quart per worker per hour) at the workplace can help reduce the risks of heat disorders. Glasses of ice chips, sports drinks to replace potassium, calcium and magnesium salts and more frequent rest periods in cool areas are all effective in reducing heat stress.
- Workers should, if possible, wear loose-fitting, light-colored, porous clothing which allows free air circulation over the body.
- Employers should educate workers, management and first aid providers on recognizing symptoms of heat-related illness, how to report these symptoms to the employer, and methods for reducing the effects.

## Energy Savings Tips:

Energy costs have been on the rise in recent years so here are some tips to give you the most value for your money:

- Keep out the daytime sun with vertical louvers or awnings on the outside of your windows, or draw draperies, blinds and shades indoors.
- Do your cooking and use other heat-generating appliances in the early morning or late evening hours whenever possible.
- Open windows instead of using your air conditioner or electric fan on cooler days and during cooler hours.
- Be sure to keep windows and doors closed during the hottest hours of the day.
- Plant deciduous trees, shrubs and vines on south and west sides of the home to provide shade in the summer and sunshine in the winter.
- Keep the outside of air-conditioning units free from leaves and other debris that can clog vents.
- Keep cooling systems well tuned with periodic maintenance by service professionals.
- Close off unoccupied areas and shut air-conditioning vents; also, turn off the air conditioner when the area is not being used.
- The U.S. Department of Energy "Tips for Saving Energy & Money at Home" are available at [http://www.eere.energy.gov/energy\\_savers/](http://www.eere.energy.gov/energy_savers/) and the CIS Energy Office's "20 Energy Efficiency Tips for Cooling" are at: <http://www.michigan.gov/energyoffice>.



## Bureau of Safety & Regulation

### Asbestos Program Manager Named Chair of Mid-West Regional Environmental Consortium

**M**ichigan Asbestos Program Manager George Howard of Battle Creek was unanimously elected Chair of the Mid-West Regional Environmental Consortium (MWREC) on May 6th.

The Asbestos Program is part of the Michigan Department of Consumer & Industry Services (CIS), Bureau of Safety and Regulation, which administers the Asbestos Program.

The primary function of the Michigan Asbestos Program is to ensure that people working with asbestos are properly trained and individuals performing asbestos-related activities comply with rules governing the work activity. These rules are designed to protect not only the individual employee performing asbestos abatement work, but also the general public that occupies the areas or buildings where the work occurs.

The Mid-West Regional Environmental Consortium was officially organized on April 30, 1999, and is composed of six Midwest states (Indiana, Illinois, Michigan, Minnesota, Ohio, and Wisconsin) and the U.S. Environmental Protection Agency (EPA) Region 5, to coordinate asbestos control efforts in the region. MWREC serves as a forum for information sharing and communication between state asbestos programs. The consortium helps enable state asbestos programs to provide better service to asbestos contractors, the workers they regulate, and the public at large.

Howard has worked with the Michigan Asbestos Program for more than 15 years. He has a Bachelor of Science degree from Lawrence Institute of Technology and a Masters in Public Administration from Western Michigan University. Howard is a Detroit native and currently resides in Battle Creek with his wife and two children.



**GEORGE HOWARD**



## Energy Office

### *Grandville Public Schools is Second District in State to Receive ENERGY STAR*

The CIS Energy Office announced the Grandville Public Schools received the ENERGY STAR Building Label for Grandview Elementary School. In addition to Grandview Elementary, the District expects to receive labels for two additional buildings later this summer.

The ENERGY STAR Building Label is awarded to buildings that exhibit high-energy efficiency without sacrificing occupant safety and comfort. Labeled buildings receive national recognition for their energy performance. Wyandotte is the only other school district in Michigan that has achieved this standard. ENERGY STAR is a voluntary partnership between government, business and individuals united to protect our environment for future generations by implementing energy-efficient practices today. Last year alone, ENERGY STAR helped businesses and consumers save more than \$5 billion in energy costs while reducing greenhouse gas emissions equivalent to those generated by 10 million cars. The Energy Office currently offers an incentive to encourage Michigan school districts and municipalities to benchmark their buildings and apply for the ENERGY STAR Label. For more information, visit <http://www.energystar.gov>.





# Bureau of Safety & Regulation

## **BSR Staff Help Make the Michigan Safety Conference a Success**

The Bureau of Safety and Regulation was a large part of the recent 73rd Annual Michigan Safety Conference, which is the second largest conference of its kind in the nation. Many Bureau employees work throughout the year to provide first-class programming and safety information to the 1,000's of participants who attend from throughout the State.

The CET Division, chaired by CET Supervisor Sheila Ide, presented 10 classes drawing an audience of about 800 conference attendees. Comments overheard: "I love coming to the CET programs, I always get such great information," "The handouts are so well done and the book format makes it easy to take back to the workplace," and "I'm going to sit in your sessions all day, because I know I will get everything I need in one place!"

Classes this year included: "Respiratory Protection" by Jenelle Thelen; "MIOSHA Update" by Doug Kalinowski (which began with a slide stating "I Am Not Doug Earle"); the "Top 25 GI Violations," a perennial favorite enthusiastically presented by the tag team of Lee Jay Kueppers and Richard Zdeb; "Fatal Construction Accidents" by Tom Swindlehurst; "MIOSHA Recordkeeping" by Micshall Patrick; "Health Hazards in Construction" by Mike Mealy; "Fatal Accidents in General Industry" by Dan Maki; and "Part 18-Crane Standard" by Quenten Yoder. The Division presented two new programs, which although not currently MIOSHA standards will be important future training topics for strategic plan purposes. Rob Stacy did a comprehensive program on "Fleet Safety" and Linda Long and Bob Dayringer presented the dual topics of "Workplace Violence Prevention and Homeland Security Guidelines."

Also presenting were several members of the Construction Safety Division including Rick Mee who chairs the conference's Construction Division, Tony Allam and Paul Wrzesinski who were assisted by CET consultants Deb Johnson, Rich Sumner and Patrick Sullivan on topics such as the new "Steel Erection Standard," "Enforcement Update" and "Construction Inspections and Services." The Industrial Hygiene Division entertained talks from Industrial Hygienists Harvey Johnson, Gregory Kozak and John Hodgson on "MIOSHA Case Studies."

An important footnote to the conference was the program emergency that occurred when a scheduled speaker on "Machine Guarding" in the Industrial Division failed to make an appearance. CET Consultants Richard Zdeb and Bob Carrier, and retired CET supervisor Elmer Miller, rose to the occasion by providing an impromptu program, complete with a PowerPoint presentation, to the lucky attendees. Comments indicated that this program was probably better than the one originally planned!

Another noteworthy event was the Bureau's own former Director, Doug Earle, being honored as Safety Professional of the Year at a ceremony held just prior to the conference.

## ***MIOSHA Awards Presented to Howell and Grand Rapids Area Businesses***

CIS presented a Consultation Education and Training Bronze Award to Gilreath Manufacturing, Inc., of Howell and a MIOSHA Special Recognition Award to Lacks Enterprises, Inc., of the Grand Rapids area. Gilreath Manufacturing, Inc., received its award for significant improvement in workplace safety and health and concentrated its improvement efforts in: ergonomics on the job, improved accident investigations, increased training, and audits to ensure a safe work environment. Gilreath Manufacturing, Inc. is a custom injection mold company with full-service design, manufacture and assembly capabilities of interior, exterior, and functional injection molded components for automotive and commercial applications. Lacks Enterprises received a Special Recognition Award for their continuous ergonomic improvements that have been implemented to reduce worker strain. They have initiated significant ergonomic changes in all of their 13 Grand Rapids area manufacturing plants to reduce ergonomic-related injuries and illnesses. Lacks began a pilot program in ergonomics in 1996.



## Director Encourages Students to Stay in School

Andy Metcalf, director of the Bureau of Commercial Services, was a featured speaker at his alma mater, Muskegon Heights High School, on Wednesday, April 30.

The school asked alumni and business representatives to get involved with the school by attending the Alumni Career Day. The intent was to inform students about various careers and understand how school connects to the world of work.

Metcalf spoke to the 2nd and 3rd year Spanish honor students, discussing various occupations, and the importance of good grades, and good moral character, especially when it comes to the licensed professions.

"I explained that one moment of lapse in judgment could impair their ability to earn a living for the rest of their lives, or prevent them from getting into the type of profession they wanted. For instance, you

won't go to medical school as a convicted felon; you will not become a licensed CPA if you steal money; and you won't become a licensed builder if you don't honor your obligations as they become due. I advised

them that the sky is the limit and they can become anything they choose to be but they must have focus and commitment to responsibility," he said.

He added, "I was honored to have been asked to come back to my own high school to participate in Career Day, and to encourage today's students that they can have a successful career in state government or public service, if they so choose."



*Commercial Services Director Andy Metcalf, with brothers Major (left) and Glen.*

The Mayor, City Manager, and other community and civic leaders were in attendance, including Mr. Metcalf's two brothers. Major is the Fire Marshal for the City of Muskegon, and Glen, is the Assistant Principal at the High School.

## Web Enhancements Provide More Information for Licensees

The Bureau of Commercial Services has developed web pages to alert Real Estate and Real Estate Appraiser Licensees about approved courses and sponsors of education. The service was developed by Marcy Felice from the Administrative Services Program and a team of Licensing Division staff that included Paula Smith, Ann Millben, Joe Campbell and Virginia Abdo. The information can be viewed at: <http://www.michigan.gov/commerciallicensing>.

Real Estate licensees can view the time, date and location of courses offered by the approved sponsors. Real Estate appraisers can determine if a course is approved, how many hours of credit they can receive, and whether the course is approved for prelicensure or continuing education only.

The information is updated continuously, and provides the most up to date information for licensees. With free information available on the Internet, the team's effort should save licensees from making long-distance phone calls to learn what is approved, and will free up staff time to assist other callers.

Licensees will receive information about the availability of this information through website "What's New" updates and the sponsors themselves. Real Estate licensees will also receive information through association newsletters. It is anticipated that the site will soon house links directly to the Continuing Education Sponsors' websites, since many offer on-line registration. This will further assist timely course selection and attendance.





## Bureau of Health Systems

### Bureau of Health Systems Staff Participate in Dirty Bomb Exercise

Two staff members from the Radiation Safety Section (RSS) in the Bureau of Health Systems voluntarily participated in a mock disaster on May 13, 2003 that simulated the detonation of a "dirty bomb" at a GM Plant in Delta Township.

A dirty bomb is a conventional explosive that disperses radioactive material contaminating people and the area. Major participants in the disaster drill included the Delta Township Fire Department, General Motors, the Radiological Protection Section of the Department of Environmental Quality (DEQ), the National Guard, and a host of local HAZMAT and law enforcement personnel.

An estimated 200-300 individuals were involved in the drill. This was generally a volunteer effort on everyone's part to test response capabilities and to provide a learning experience for the players and the local response agencies.

Jim Rochon and Don Parry of the RSS participated as controllers and evaluators for portions of the event. Controllers serve to provide responding personnel with simulated data that they can use in testing their ability to evaluate the radiation hazard to the emergency workers and to the general public located near the disaster.

Jim provided data and helped evaluate the DEQ field teams that were estimating the potential off site dose impact from the simulated bomb, and Don provided data and helped evaluate on site decontamination effort as performed by the local fire departments.



*Fire department survey of simulated contaminated victim.*



## Bureau of Employment Relations

### Attorneys, Union Reps, Management Personnel, & Others Invited to Hear Labor Relations Leaders at July 28th "Advocates' Day"

Labor relations professionals are invited to attend an "Advocates' Day" to hear international labor relations leaders on Monday, July 28th in Detroit.

Director David C. Hollister will be one of the Advocates' Day program presenters include David C. Hollister, CIS Director; Robert Battista, National Labor Relations Board (NLRB) Chairman; Ron Gettelfinger, UAW President; Peter Hurtgen, Federal Mediation and Conciliation Service (FMCS) Director; George King, McTague Law Firm, LLP in Windsor; Carol Waller Pope, Federal Labor Relations Authority (FLRA) Member; and the Honorable Henry Saad, Michigan Court of Appeals Judge.

The "Advocates' Day" program is geared toward attorneys, arbitrators, labor union representatives, management personnel, mediators, and other labor relations professionals.

Advocate's Day is one of the highlights of the 2003 Association of Labor Relations Agencies (ALRA) Conference, which is being co-chaired by Ruthanne Okun, director of the CIS Michigan Employment Relations Commission. For conference information, visit the ALRA website at <http://www.alra.org>.



## Paperless Warrant Statements Coming Effective July 31

Civil Service and HRMN are moving forward on the proposed cost saving measure to move toward Paperless Warrant Statements effective July 31. Employees can access their pay warrant statements from HRMN Self Service.

The warrant statements will STOP being sent to those employees with HRMN (SSA) Self Service access as of July 31, 2003. In the meantime, the Office of Human Resources continues to identify those employees who do not have HRMN SSA access and will tell HRMN staff to code them to CONTINUE to receive paper statements mailed to their home addresses. This will continue until October 1, 2003 when the warrant statements will STOP. By that time CIS OHR will have a plan of alternate delivery identified for all employees.

To login, go to <http://www.michigan.gov/mdcs> from your home or office computer and then click on "Michigan Employee Self-Service Gateway." (The direct link is: [http://www.michigan.gov/mdcs/0,1607,7-147-6879\\_19184---,00.html](http://www.michigan.gov/mdcs/0,1607,7-147-6879_19184---,00.html))

The login screen for HRMN requires your User Name and password. Your User Name begins with a lower case "h" and is preceded by your seven digit employee ID number. If you only have six digits in your employee ID number, add a zero after the lower case "h", example: h0123456. If you do not have a password, there is a link on the same web page to request one.

### Frequently Asked Questions:

Q. If the employee has access to the system, but would still like statement mailed, is this an option?

A. No, we will be required to provide names of employees to HRMN who do NOT have access to the internet. This will tell HRMN staff to set a flag that the Dept. of Treasury uses to send the paper statement. We need to explain to HRMN staff why access is not available and DIT will be also be contacted to assist in the provision of a solution. The reasons for special handling will need to be documented and approved. Between August and October Treasury will continue to mail them a statement.

Q. Our bureau has a long time employee in Detroit who does not have his paycheck deposited. He receives the check along with warrant statement at his home. He just called me and was emphatic - he wants to continue receiving his paper check at home. Is this an option after September?

A. Good question! He will continue to get his check mailed to him. Getting the check mailed and depositing the check via an Electronic Funds Transfer are separate issues. Both the employees who get checks at home and those using EFT to deposit the money from their check into one or up to four accounts will be treated the same. They will both have to go to the web to get their warrant statement which details salary, taxes, deductions, state and employee shares etc. The employee receiving a check by mail from Treasury will continue to get the check, but the detail of the earnings will only be available in HRMN self service.

### Top 10 Reasons to Use HRMN

10. You can use it for open enrollment in October.
9. You can change your address if you move.
8. You can get tax with holding forms on the web,
7. And print them out at your office or home.
6. You can set up (up to four EFTs) electronic bank accounts.
5. You can check your leave balances.
4. If you are a manager, you can check your employees sick or annual leave balances.
3. You can set up or change your emergency contacts information.
2. You always have access to your information, even if you lose the paper copy.
1. You can see your Pay warrant information one week before payday!



### Governor Granholm, Director Hollister Highlight Change in Day Care Rules to Emphasize Early Education, Reading

Beginning this year, Michigan day care providers will be required to read for 30 minutes a day to the children in their care. Governor Jennifer M. Granholm made the announcement in a visit on June 9th to the Educational Child Care Center in Lansing. She was joined by representatives of the day care licensing division at the Department of Consumer and Industry Services (CIS) who outlined a proposed change in the day care licensing rules that would add the new reading requirement.

“Reading to children for just 30 minutes a day will pay powerful dividends in the long run,” said Granholm. “Our children’s earliest years are their most critical in terms of their successful learning and development.”



Granholm explained that the proposed change is one of the goals of Project Great Start, an initiative she announced in her State of the State speech earlier this year to encourage early literacy efforts and parental education. Project Great Start is one of the key initiatives of the Children’s Action Network (CAN), the Governor’s effort to break down the silos of state government to the comprehensive services the State of Michigan provides its children. CAN agencies meet regularly to share data and develop unified, interconnected

strategies for better serving children.

“The idea behind CAN is to look across state government at all the ways we’re serving our children and at all the ways we could be serving them better,” said David Hollister, Director of the Department of Consumer and Industry Services. “The new day care rule is the perfect example. Day care licensing happens in one department, education happens in another – but together we found that we can educate in those critical day care years.”

The proposed rule was considered at a public hearing on June 13th. The proposed rule has been submitted to the Joint Committee on Administrative Rules for final approval. If approved, it would go into effect on September 1. Day care providers would be required to set aside a total of 30 minutes a day for literacy activities.

“More than 350,000 Michigan children are in day care programs, and every one of them will benefit from this change,” said Hollister.

The new rule was developed by the state in conjunction with child care providers, children’s advocates, and public policy groups.

Under the proposed rule change, child care centers could use a wide array of activities to implement a literacy curriculum. They include exhibiting written finger plays, songs, and rhymes that encourage children to read the written words they recite. Centers also may coordinate literacy activities with homework supplied to parents. Centers would also be required to post a daily lesson plan guide related to literacy activities as a way to encourage parents to read to their children at home.

“Reading and other literacy activities spark a child’s imagination and open every door to a successful future,” said Granholm. “Reading to a child is among the greatest gifts we have to offer.”



*Photos courtesy of Gary Shrewsbury*





# BWUC Identifying and Helping Those Who Are Likely to Become Long-Term Unemployed

Today, when we hear the term profiling, it is often used in a negative context. When Michigan's unemployment insurance program profiles jobless workers, however, it can have a positive outcome.

Almost all jobless workers who file unemployment claims are assessed to determine the likelihood that they will exhaust their state unemployment benefits. Those unemployed workers identified as having a high probability of exhausting their jobless benefits are referred to re-employment services with Michigan Works! agencies. The purpose is to help these unemployed workers in making a faster transition to new employment.

The assessment process, also called profiling, is a federally mandated practice that Michigan's unemployment insurance (UI) program has been doing since 1994. Over the years, the UI program has gone through significant changes, but the model for profiling those filing unemployment claims has remained the same ... until now.

By July, the Bureau of Workers' & Unemployment Compensation anticipates using a new profiling model developed by the W.E. Upjohn Institute. The new model has updated some of its existing variables such as the occupational and industrial codes and the geographic areas served by the state's workforce development programs.

In addition, the new model has included several new variables such as the worker's base period earnings, length of entitlement, whether the worker exhausted benefits in his/her last claim and the reason for job separation. Adding these variables improves the model's ability to predict if jobless workers will exhaust their unemployment benefits, which can lead to more rapid help in preparing them for new employment.

## Michigan Earns Favorable Rating for Workers' Comp Costs

Michigan is doing a pretty good job of keeping its workers' compensation costs down and has the lowest rate among the 10 largest states in the country.

A recent study comparing workers compensation premiums among the 50 states and the District of Columbia reported that Michigan had dropped to 30th, substantially improving on its ranking in 2000 when the state had the 23rd highest average premium.

"In Michigan, we've worked hard to reduce our workers' compensation costs," CIS Director David C. Hollister said, "which helps to create a climate that is attractive to drawing new businesses to the state and to retaining those already here."

In the national study, Michigan's average cost was \$2.25 per hundred dollars of payroll in 2002. California ranked number one in assessing the highest premium at \$5.23 per hundred dollars of payroll, while North Dakota had the lowest rate at \$1.24.

Among the nation's 10 most populous states, Michigan had the ninth lowest rate, tied with New Jersey. The other eight states ranked in order by average premium cost per \$100 of payroll were: California (\$5.23), Florida (\$4.50), Texas (\$3.29), New York (\$3.13), Ohio (\$2.89), Illinois (\$2.73), Pennsylvania (\$2.57), and Georgia (\$2.32).

The cost of providing workers' compensation insurance is driven by the weekly benefits paid, the medical benefits paid, and the efficiency of the system that provides for the delivery of those benefits.

Michigan's Bureau of Workers' & Unemployment Compensation approves 505 of state's large employers for self-insurance to satisfy their liability. Over 5,500 employers participate in a group self-insurance program, also administered by the bureau. More than 215,000 Michigan employers purchase an insurance policy to meet their liability.



## Public Service Commission

### Governor Announces Start of Registration for Do Not Call List

Governor Jennifer M. Granholm announced that Michigan residents may now sign up for the national Do Not Call list that will reduce the number of telemarketing calls people get at home. Signing up for the list is free.

"I know that my family will be joining with millions of Michigan families to put an end to the annoying telemarketing calls received during the dinner hour and family time," said Governor Granholm. "This is an issue that I took the lead on as Attorney General, and my office always received the highest amount of consumer complaints about telemarketing calls. I am gratified that the federal list is now open for registration so Michigan families can finally stop these intrusive and unwanted calls."

Governor Granholm said people may sign up for the national Do Not Call list on the Federal Trade Commission's Web site:

[www.ftc.gov/donotcall](http://www.ftc.gov/donotcall). Beginning July 7, 2003, telephone registration for the list will also be available to people in Michigan by calling the national Do Not Call hotline at 1-888-382-1222. For people without Internet service at their home or workplace, they may access the FTC web site at any public library in Michigan for free. Telemarketers will have access to the national registry beginning in September.

The Michigan Public Service Commission designated the national Do Not Call list as Michigan's list in April. "Michigan consumers benefit by being protected against both intrastate and interstate telephone solicitations with just one convenient registration," said CIS Director David C. Hollister. "In addition, by establishing the federal list as the Michigan list, the Public Service Commission is promoting government efficiency by avoiding unnecessary duplication of resources."

To keep Michigan residents informed about the national Do Not Call list, the State of Michigan has created a Web site: <http://www.michigan.gov/donotcall>.



## Liquor Control Commission

### *LCC's Online Ordering Sets New Record with 2,000 Orders*

The Michigan Liquor Control Commission (MLCC)'s Internet Liquor Ordering website has set a new record with more than 2,000 orders placed in May, 2003.

The website was launched in November, 2002 with 16 orders placed. This free service has been growing in popularity and averaging 1,600 orders per month as more licensees become familiar with the program. Michigan business owners and managers placed a record 2,000 orders via the Internet last month. Licensees placing an order via the website receive an email confirmation of the order, including transaction confirmation numbers, delivery dates, a listing of items ordered, and price. No payment information is required or taken by the Internet ordering system. They pay by Electronic Fund Transfer (EFT), check or cash at delivery time as usual. This makes the system even faster and easier to use than other types of ordering.

One of the advantages of the online service is that licensees can immediately see what inventory is in stock, so they can easily make substitutions or other changes if needed. Licensees are required to use a password to begin using the system. To obtain a password, licensees can visit the MLCC offices, call the MLCC toll-free at 1.800.701.0513, or send an email to: [mlccpasswordrequests@michigan.gov](mailto:mlccpasswordrequests@michigan.gov).



## **OFIS Releases "2003 Buyers' Guide to Auto Insurance in Michigan"**

Office of Financial and Insurance Services (OFIS) issued the "2003 Buyers' Guide to Auto Insurance in Michigan." The guide, which is an annual survey of automobile insurance companies and their rates for different policies for different areas of the state, is available at <http://www.michigan.gov/ofis>. Hard copies of the guide are also available by contacting OFIS toll free at (877) 999-6442.



OFIS Commissioner Linda Watters said, "It is clear, after reviewing this year's survey results and seeing the disparity of rates from territory to territory, that the issue of rate differentials needs to be addressed. It is my priority to lead a review of the conditions of the insurance market in the state with stakeholders and develop solutions to ensure all Michigan families have fair and equitable access to insurance." It is important to remember that Michigan continues to have a competitive automobile insurance market for consumers. The rate increases experienced here in Michigan are also identical to national rate increases due to low return on investments for insurance companies and increasing cost of medical expenses.

### **Consumers Reminded to Check with Insurance Agents Regarding Car Rentals**

The Office of Financial and Insurance Services (OFIS) is reminding consumers before they leave for their vacations this summer to contact their insurance agents regarding whether car rental insurance is needed. Most consumers are uncertain about the coverage offered by the collision, liability, and theft insurance available from car rental companies, and many sign up for the insurance despite the high cost of \$7 to \$25 a day. A recent study shows that one out of every five car renters takes at least some insurance offered by the car rental company, however most often purchasing the coverage provides no additional benefit to the consumer - only more expenses. Generally auto insurance policies that provide full coverage apply to rented vehicles, although the coverage differs from company to company. Consumers should check their existing homeowners, renters and health insurance to determine the need for the additional personal accident or personal effects coverage before they purchase the coverage unnecessarily through the car rental agency.

German insurance companies have made public the names of 363,232 victims of the Holocaust who were covered by life insurance policies but whose records were previously sealed, preventing relatives from claiming benefits. Visit International Commission on Holocaust Era Insurance Claims (ICHEAC) at <http://www.icheic.org>.



## **Health Services**

### **Nursing Scholarships Totaling \$35,000 Presented to Seven Colleges & Universities**

The Bureau of Health Services is presenting \$35,000 to seven Michigan colleges and universities in the latest rounds of scholarships for students in the registered nurse program. Each university and college is receiving a \$5,000 nursing scholarship grant as part of a program initiated in 2000 by CIS to address a national shortage in the nursing profession. The Michigan Board of Nursing, a CIS board of health professionals and public members, proposed a scholarship fund after it determined a need for nursing professionals based on state and national health data. The colleges and universities receiving the grants are: Delta College, Mid Michigan Community College, Muskegon Community College, North Central Michigan College, Oakland University, Schoolcraft College, and Southwestern Michigan College. The program is expected to provide more than \$200,000 in scholarships this fiscal year for students pursuing an associate's or bachelor's degree to become a registered nurse. The scholarships will provide a one-time grant to students for tuition, books and fees.







## MEDC Headlines

**Recent Expansions:** Three major expansions as a result of the MEDC's Michigan Economic Growth Authority (MEGA) program were announced, including:

- \* **Zeeland-based Herman Miller, Inc.** is consolidating its North American systems furniture manufacturing operations into Spring Lake. The consolidation is expected to result in a gain of 360 to 380 new jobs for the state.
- \* **DENSO Manufacturing** chose Battle Creek for a major new manufacturing facility expansion. The expansion involves a \$45 million company investment, and will add 90,000 square feet of manufacturing space to DENSO's existing facility. The project is expected to create 702 new jobs by 2012, including 300 directly by the company.
- \* **Plastech Engineered Products** chose Frenchtown Township for a major new manufacturing complex. The three facilities in the complex will add a staggering total of 702,000 square feet of new manufacturing capacity. Total capital investment in the complex will be approximately \$110 million. The project is expected to create 1,898 new Michigan jobs by 2016, including 900 directly by the company.

**Homeland Security Expansion:** As a result of MEDC assistance, Smiths Aerospace will create a new integrated laboratory in Cascade Township for avionics development, primarily for future military aircraft. The expansion project is expected to create up to 214 jobs, including 120 directly by the company. An MEDC incentive package convinced the company to locate the expansion in Michigan rather than Maryland.

**Main Street Communities:** Four selections for the coveted MEDC Michigan Main Street program were announced on June 19th. **Boyer City, Calumet/Calumet Township, Marshall and Portland** will receive makeovers through intensive, specialized downtown revitalization training designed to create new jobs and investment. The Main Street program will provide the four communities with year-round training in the four-step Main Street approach.

**Governor Details Former Pfizer Employee Assistance Plan and Support for Pfizer's Growth:** Governor Jennifer M. Granholm announced a wide range of state resources to encourage displaced Pfizer workers to "stick around" Kalamazoo and Michigan, while continuing her productive relationship with Pfizer to encourage the company's growth in the state. A wide array of state initiatives are aimed at keeping the bright former Pfizer talent in Michigan including:

- **Company Formation Fund:** The Life Sciences Steering Committee has set aside \$2 million to create a company formation fund to help former Pfizer workers initiate start-up companies. MEDC has received 29 proposals for this fund, requesting more than \$5.5 million and the potential of creating more than 300 new jobs. The Life Sciences Steering Committee will meet on July 14 to make funding decisions.

- **Venture Capital Legislation:** The Governor declared her support for creation of a fund of funds that would invest in Michigan venture capital companies focusing on seed stage investments and provide more capital for start-up companies in the state. The legislation would make tax credits available to assure repayment of investments by those who invest in the new fund of funds. The Governor also restated her commitment to continue close relationships with Pfizer officials with a goal of encouraging the world's largest drug maker to grow in Michigan. For example, MEDC is committed to offering assistance to support new infrastructure needed for Pfizer's Animal Health Center expansion in Richland Township. In April, Pfizer finalized its acquisition of Pharmacia Corporation. The company has its largest number of workers in Michigan, including operations in Kalamazoo, Washtenaw and Ottawa counties.

The state also held a High-Tech Career Fair and launched an Out-of-State Business Attraction Campaign.



***Governor's Travel Tour:** Governor Jennifer M. Granholm recently completed a week-long Travel Michigan tour in which she highlighted attractions and recreational opportunities that Michigan residents might include in their vacation planning. The tour, orchestrated by Travel Michigan in the Michigan Economic Development Corporation, featured two to three daily stops at various attractions, landmarks, museums, events, restaurants and other state destinations ideal for summer travel. The purpose of the tour was to encourage Michigan residents to spend their summer vacations and summer vacation dollars at Michigan's many attractive destinations.*





## MDCD Launches New Web Site: Michigan Career Portal

The Michigan Department of Career Development (MDCD) recently announced its new online career and job information Web site, the Michigan Career Portal.

Located at [www.michigan.gov/careers](http://www.michigan.gov/careers), the site features online access to the Michigan Occupational Information System (MOIS), with its more than 400 complete MOISscripts, each providing comprehensive information on an occupation, including education requirements, employment outlook, job duties, wages, and links to other relevant resources.

"This site combines a number of career-related resources, including job fairs," said John Palmer, deputy director for Workforce Programs. "Information on career education, places to look for a job, and a listing of job fairs by sponsor are all combined in one location."

The Michigan Career Portal site is divided into six main sections: Job Seekers, Employers, Students & Parents, Education & Training, Support Services, and Online Resources.

Job seekers can access the Michigan Talent Bank to post a resume and view job postings free of charge as well as to file an unemployment claim online. Additional resources include information on local Michigan Works! service centers, employment trends, tips on interviewing, how to write a resume, and other topics of interest.

Items of interest to employers include the Talent Bank, for viewing resumes and posting job openings free of charge, and access to the BeeFreeway online courses (for companies with fewer than 25 employees) as well as useful information from state, federal, and commercial Web sites.

Students and parents will find the MOIS information on occupations and resources useful, plus information on apprenticeships, careers in the military, how to get ready for college, occupational opportunity trends, colleges, standardized tests, and much more.

The Michigan Department of Career Development is the state government agency charged with providing the skilled workforce Michigan needs to enhance and maintain its economy. For more information, visit <http://www.michigan.gov/mdcd>.

## Breaking Traditions Award Recipients Honored at State Capitol

The Michigan Department of Career Development (MDCD) honored 23 students from across the state as the 2003 Breaking Traditions Awards recipients at a May 15 ceremony that was held in the rotunda of the State Capitol in Lansing. The Breaking Traditions Awards were established in 2002 to recognize students who have been successful in Career and Technical Education program areas or Postsecondary Occupational programs that are nontraditional for their gender. The program is administered by the MDCD's Office of Career and Technical Preparation (OCTP). "We hope their achievements encourage other students who may be considering a career path that is nontraditional for their gender," Patty Cantu, MDCD's director of OCTP, said.

Deb LaPine, MDCD's deputy director for administration; Patty Cantu, and Norma Tims, OCTP gender equity consultant; presented the awards to the happy students while proud parents, other family members, teachers, and counselors applauded. Tims also received a "surprise" award for her work in establishing the Breaking Traditions Awards, and her many other contributions to helping to eliminate gender bias and stereotyping in secondary career and technical education programs.





CIS Salutes is devoted to employee accomplishments (on and off the job), letters of appreciation and staff changes. Please send CIS Salutes news to: **Lori Donlan - ldonla@michigan.gov**.

## Congratulations to Hockey Champs

**Joe Barela**, of the Bureau of Safety & Regulation Consultation Education and Training, and his son Jason, competed in the 2003 USA Hockey National Championship in Ft. Meyers, Florida. Their team, which is sponsored by Lucent/PASI, is in the Adult Men's Senior A Division and plays about twice a week for 10 months out of the year. They defeated teams from North Carolina, Buffalo, and Florida, to win the Senior A Division Championship! Joe said, "When it gets down to the championship games, the older players don't get much ice time, but it's still a lot of fun!" Congratulations Joe and Jason!

## Toastmasters Elect New Officers

Members of the Secondary to None Club of Toastmasters International elected the following club officers for their 2003-2004 year: President - **Marsha Parrott-Boyle**, VP Education - **John Peck**, VP Membership - **Chris Passamani**, VP Public Relations - **Alex Rossman**, Secretary - **Jennifer Fields**, Treasurer - **Bob Pawlowski**, and Sergeant at Arms - **Brian Mickelson**. Additionally, John Peck has been appointed as Area 13 Governor, which means he will also be monitoring the other TMI clubs assigned to this area.



*Central Michigan Chapter of the Public Relations Society of America presented CIS Director and former Lansing Mayor David Hollister with the PACE Setter of the Year Award.*

*Hollister is the first individual in the recent history of the competition to receive the PACE Setter of the Year Award, which is usually given to an organization. The PACE Setter of the Year Award was given to recognize Hollister as a community leader that has significantly contributed to the public's understanding of public relations and positively impacted the lives of mid-Michigan residents.*

## Boven Inducted in WMU Honor Society

**Jean Boven**, Licensing Division Director, was inducted into the Western Michigan University Honor Society for Public Administration, Pi Alpha Alpha. This honor is given to outstanding Public Administration students who achieve a 3.85 grade point average or higher, after taking at least 20 credits in the program. Jean is currently working on her Master's Degree. Congratulations, Jean!

## CIS Receives Several Letters of Appreciation

CIS has received several letters of appreciation for a job well done by employees to serve our customers. Here are a few:

**-Thank You Commercial Services Licensing! Rita Burnett**, of the Real Estate Unit in the Licensing Division was commended for her prompt service with regard to a certification of licensure requested by Don Zimmerman, a real estate broker. "I am very appreciative of the fact that you took the time to telephone





and fax me in response to my request. It is not often that one encounters such courtesy," he noted. Thanks, Rita, for your exemplary service!

**-Thank You Safety & Regulation Consultation Education & Training!** Tom Colling, P.E., Assistant Director, Michigan's Local Technical Assistance Program, sent a letter of appreciation to CET Construction Safety Consultant **Tom Swindlehurst**, thanking him for participating in the 2003 Michigan Culvert Technology Conference. "Many participants look forward to another conference next year. Your participation played a big part in this success," said Colling.

**-Thank You Safety & Regulation Consultation Education & Training!** CET Consultant **Rick Odorico** was recently praised by Jennifer Smith, HR Manager for PrintComm in Flint. In complying with a recent Onsite activity they have been utilizing Rick in correcting some of the issues noted. Ms. Smith writes, "I also would like to take this time to commend Rick Odorico for his assistance. He has not only returned my telephone calls promptly, but has continued to help with questions and material needed."

**-Thank You Safety & Regulation Consultation Education & Training!** **Tom Swindlehurst** recently did a 10 Hour MIOSHA Construction Safety Course Training for Granger Construction Company.

### Letter of Appreciation

CIS Director David Hollister received a copy of a special letter from the Bureau of Commercial Services to Bureau of Family Services Interim Director Irma Zuckerberg about employee **Connie Schultz**:

Good afternoon Irma:

I would like to express our sincere thanks for the assistance your bureau extended the Commercial Licensing Division since last October. Regulatory oversight for Private Investigators, Security Guard Agencies and Security Alarm Contractors was transferred to our bureau October 1, 2002, yet we were unable to have a State Police LEIN machine installed until last week. (Now there's one for bureaucratic red tape!) As you are aware, **Connie Schultz** graciously offered to run LEIN checks on all of our applicant until we were set up to do them ourselves. Connie also came out and trained our staff members last week how to run the LEIN checks. Connie pulled double-duty for over seven months to assist our division and our applicants, without complaint. Connie's willingness to go beyond the scope of her job description to assist others serves as a model to all in public service, and is a good example of intra agency cooperation. We commend Connie for outstanding public service.

Thanks Connie, you really helped us out of a bind.

Jean Boven, Licensing Division Director  
Bureau of Commercial Services

Richard Dandurand, Granger's Continuous Learning Director, said Tom did an outstanding job. "We have all our training evaluated by our employees," said Dandurand. "Tom received a 9+ (out of a possible 10) in all areas. We have asked Tom to return in the fall to present this course again to those employees who could not make this session. Your department is well represented by Tom Swindlehurst."

**-Thank You Safety & Regulation Consultation Education & Training!** CET

Consultant Quenten Yoder received a thank-you note from Ray Grabel, Program Manager for the MIOSHA program classes at Washtenaw Community College, for his recent presentation on Ergonomics. "Nice job!!! Written comments suggested that the course was very helpful, very informative, could have been longer and helpful in evaluating ergo issues and the importance of having management's buy-in," said Grabel.



## **-Thank You Safety & Regulation Consultation Education & Training!**

Dianne Cojei, Executive Director of the Canton Chamber of Commerce sent a letter of thanks to CET Safety Consultant **Jennifer Clark-Denson** for being a guest speaker at their May Third Thursday Update. "Your update on MIOSHA services, regulations and requirements was very informative and thought provoking," said Cojei.

## **-Thank You Safety & Regulation Consultation Education & Training!**

CET Safety Consultant **Lee Jay Kueppers** received a letter of thanks for his safety efforts from Cathy Slater, Interim Superintendent, Romeo Community Schools, on behalf of the district. As Interim Superintendent, Slater's goal was to work to have their buildings "clean, safe and secure." Slater said, "Much of what I have been able to accomplish is a direct result of your expertise and guidance. As a result of our combined efforts and with the help of some very good people, I truly believe our staff and students enjoy much improved working and learning environments."

## **-Thank You Safety & Regulation Consultation Education & Training!**

**Suellen Cook**, Safety Consultant in CET received a thank you for her "Violence in the Workplace" presentation. Sara Stewart, Human

Resources Manager at Aztec stated "I think the class was a great way for our employees to learn a greater awareness about workplace violence".

## **-Thank You Commercial Services Licensing Division!**

**Sandy Pohl**, in the Builder's Unit in the Licensing Division received a thank-you from Richard Hatch, owner of Creative Industries, a residential builder. "I wanted to thank you for your attention to the problem with my builder's license...My men and their families, I'm sure, would also thank you, and I shall be more attentive to those renewal dates. It's refreshing to have dealt with a professional," he wrote.

## **-Thank You Career Development Michigan Rehabilitation Services/Roseville Office!**

**Shirley Owens**, a counselor at the Roseville Office of Michigan Rehabilitation Services, received a thank you letter from one of her clients: "I just felt the need to write you and again thank you for all you have done for me... It can become so frustrating and sometimes embarrassing to constantly explain my impairment because deafness is such an invisible disability. Then I meet people like you, who treat me like the intelligent, able person I am. And not just because you're doing what's required in your job. You have been there to assist, direct, and support me when needed."

## **-Thank You Career Development Michigan**

## **Rehabilitation Services/Livonia Office!**

**Tracie Lewis-Jennings**, placement specialist, and **Patti Glasgow**, counselor, at the Michigan Rehabilitation Services office in Livonia received a thank you note from a client who just began working in a new job in Lansing: "I wanted to let both of you know that my job is going very well so far... The office I work in is right behind the Capitol in a very nice building - I love being back in Lansing again. I am so thankful for all the help the two of you gave me that got me where I am today."

## **-Thank You Career Development Michigan Rehabilitation Services/Marquette Office!**

**Sandee Raappana**, a counselor at the Marquette Office of Michigan Rehabilitation Services was praised in a thank you note written by one of her clients: "Sandee is a wonderful and caring person, and I feel very fortunate to have been her client. I also give my appreciation to the state for providing me with the opportunity to obtain skills and regain my strength to become better employed. My experience with MRS has been a wonderful blessing."

## **Barela Receives Certification**

**Joe Barela**, CET Onsite Safety Consultant received a certification as Safety and Health Manager with the Institute for Safety and Health Management.



## CIS Salutes

### Eder Honored for Service to Young People

**Sheila Eder**, youth counselor at the Department of Career Development's Michigan Rehabilitation Services Jackson Office, was honored May 22 by the Jackson Chapter of the Council for Exceptional Children at its annual Rose Awards banquet. Sheila was recognized for distinguished service to young people with disabilities who are making the transition from high school to adulthood.

### Peacetree-Long Receives Education Doctorate

**Veronika Peacetree-Long**, a counselor at the Gaylord Office of Department of Career Development's Michigan Rehabilitation Services, has been awarded a doctorate in education from Capella University in Minnesota. Her doctoral dissertation is titled "Transition Services for Students with Disabilities and the Impact Upon Adaptation to College."

### Conklin Receives Award for Helping Young People with Disabilities

**Rick Conklin**, Michigan Rehabilitation Services youth counselor for the Eastern Upper Peninsula, was recently presented with the C. David Anderson Award from the Michigan Transition Services Association. The award is considered the most prestigious in Michigan for outstanding commitment to helping young people with disabilities make the transition from high school to employment or further training/education.



## CIS Staff Changes

### Staff Changes at Commercial Services

**Barbara Campbell** is the new secretary to Andrew L. Metcalf, Jr.,

Commercial Services Bureau Director. Barb comes to the position after serving for 3½ years as the Licensing Division Director's Secretary to Jean Boven, and also as acting secretary to the Bureau Director since January.

Barb is responsible for responding to in-house, telephone, media and legislative inquiries, as well as many other duties. She acts on behalf of Mr. Metcalf, and follows up on assignments made

by him.

**Karen Flagg** joined the Testing and Education Services Unit in the Licensing Division as a Department Analyst. She comes from the Workers Compensation Appellate Commission, and will be working on real estate education for Manager Paula Smith. Welcome, Karen!

**Marcia Whitmore**, secretary to Gloria Keene for Residential Builders Licensing, has accepted a promotion with the Bureau of Health Systems, Health Facilities Evaluation Section. Marcia previously worked for the Bureau of Commercial Services Builders Unit for many years.

**Tracey Hampton-Yarborough** was appointed to the position of Department Specialist 13 (Legal) within the Compliance, Legal, and FOIA unit. The pri-

mary responsibilities of the position are related to the representation of the agency at contested case hearings held under the State's Occupational Code and the Administrative Procedures Act.

She has been with the Bureau of Commercial Services for about three years, serving the agency in a limit-term administrative law specialist position within the Unit, performing similar responsibilities as those she will perform in her new position.

In a recent reorganization, the new Office of Audit and Administrative Services was officially recognized in the Bureau. **Al Schefke** is the office manager, with a staff of twelve. This new office performs central administrative functions for the bureau as well as the current Audit services.



**Barbara Campbell**





## CIS Staff Changes

Effective June 9, 2003, the following staff and functions moved to the new unit:

**Sue Sherman**

Human Resources Liaison

**John Van Allsburg**

Microfilming Coordinator

**Betsy Walker**

Microfilm Machine

Operator

**Mikjell Shaw** recently accepted a WPA position in the Enforcement Division, for the Technical and Administrative Support Section. While Mikjell assumed other critical duties, her primary responsibility is as receptionist in the Lansing office.

### Staff Changes at Michigan Rehabilitation Services

**Sharon Bryant**, a counselor at the Port Huron Office of Michigan Rehabilitation Services for the past seven years, has been promoted to site manager of that office.

**Paul Mulka**, head of Program Development at the Michigan Career and Technical Institute (MCTI), has been promoted to director of Career and Technical Education at MCTI. Paul has worked at MCTI for the past 18 years in several capacities, including placement director and business services director.

**Joanna White**, a rehabilitation assistant at the Lansing Office of Michigan Rehabilitation Services since 1993, has been promoted to lead secretary for that

office.

### Staff Changes at Bureau of Safety & Regulation

The Bureau of Safety & Regulation has several staff changes to announce:

#### *-Employee Discrimination*

**Division:** New Secretary Rhonda Rusch started on Monday, June 23, 2003. Rhonda comes from the law firm of Cline, Cline & Griffin of Flint, Michigan, where she served as a Legal Secretary/ Assistant. Rhonda brings with her an extensive background in that field and should be a positive addition to the Division.

#### *-Construction Safety*

**Division:** The three newest Construction Safety Officers have strong backgrounds in the construction industry and are very committed to worker safety and health.

**Steven Jones** is a journeyman ironworker with Local 25. He has over 18 years of steel erection and welding experience. Jones will be assigned to Grand Traverse/Otsego and other counties in the northwest area of the lower peninsula.

**Bryan Renaud** is a journeyman electrician with IBEW Local 773 and has been working in Local 58 and Local 252 in southeast Michigan and Ontario. He has over nine years of experience in the construction industry. Renaud will be assigned to eastern Wayne and southern Macomb counties.

**Jacklynn Gray** is a jour-

neyman laborer with Local 1191 who has worked in southeast Michigan and Ohio. Her work experience includes underground utilities, masonry work, asbestos removal, bridge forming, concrete work, and other construction activities on commercial, industrial, and residential projects. Gray will be assigned to Muskegon, Ottawa, and Allegan counties.

#### *-Consultation Education*

**& Training:** The vacant CET Word Processing Assistant position will be filled by **Shellene Boyd**. Shellene joined the CET Division on June 9, and will be providing administrative support duties for Bill Lykes and his group of field consultants.